

Distribution and Appropriate Uses of Counselor Time

Sample Distribution of Total School Counselor Time

Delivery System Component	Elementary School % of Time	Middle School % of Time	High School % of Time
Guidance Curriculum	35-45%	25-35%	15-25%
Individual Student Planning	5-10%	15-25%	25-35%
Responsive Services	30-40%	30-40%	25-35%
Program Support	10-15%	10-15%	15-20%

Adapted from Gysbers, N.C. & Henderson, P. (Eds.) (2000). *Developing and managing your school guidance program*, (3rd ed.), Alexandria, VA: American Counseling Association.

Appropriate Activities for School Counselors

- Working with students to provide small and large-group counseling services
- Documenting school counseling contacts and activities
- Collaborating with teachers to present guidance curriculum lessons
- Collaborating with teachers to improve classroom management skills
- Interpreting cognitive, aptitude, and achievement tests
- Analyzing grade-point averages in relationship to achievement
- Disaggregating data
- Interpreting student records
- Ensuring that student records are maintained as per state and federal regulations
- Assisting the school principal with identifying and resolving student issues, needs and problems
- Advocating for students at individual plan meetings, student study teams and school attendance review boards

Inappropriate Activities for School Counselors

- Building the master schedule and registering all students
- Registering and scheduling all new students
- Coordinating or administering cognitive, aptitude and achievement tests
- Signing excuses for students who are tardy or absent
- Performing disciplinary actions
- Sending students home who are not appropriately dressed
- Teaching classes when teachers are absent
- Computing grade-point averages
- Maintaining student records
- Supervising study halls
- Maintaining clerical records
- Assisting with administrative duties
- Working with one student at a time in a therapeutic, clinical mode
- Preparing IEPs (individual education plans)
- Managing school attendance review boards
- Entering data

Adapted from Campbell, C.A. (1997). *Sharing the vision: The ASCA national standards for school counseling programs*, Alexandria, VA: American School Counselor Association; and Trotter, et. al. (2008). *The 7Cs School Counseling Model*.